



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

31 July 2023

QUOTATION NUMBERS: 200H11.

NOTICE TO TENDERERS: ADDENDUM NO.3

**PROJECT TITLE:**

SUPPLY AND DELIVERY OF CLEANING STAFF TO PROVIDE CLEANING SERVICES TO AREA 11.

Dear Tenderer

1. The above mentioned matter bears the reference.
2. Herewith Addendum No.3 for your attention
3. The following amendment is to be included with the above tender document when submitting the tender on the closing date.

PLEASE ACKNOWLEDGE RECEIPT OF THIS AMENDMENT AS FOLLOWS:

1. Confirm receipt of this addendum by completing and signing the attached acknowledgement of receipt and send back with your quotation document on the closing date of quotations.
2. Bidders are requested to utilise the information issued in terms of this addendum.

Regards

Mr. M. Sozombile

DD: SCM

Date: 28 July 2023



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PROJECT TITLE: SUPPLY AND DELIVERY OF CLEANING STAFF TO PROVIDE CLEANING SERVICES TO AREA 11.

The above mentioned quotes was advertised on the 25/07/2023, it is noticed that on the pricing schedule the cleaner is omitted, it is now included and the bidders are required to include it in their offer.

The service providers are therefore requested to download the rectified documents from our Departmental website: [www.publicworks.gov.za /tenders](http://www.publicworks.gov.za/tenders).



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**THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM  
MUST BE SUBMITTED TOGETHER WITH THE  
QUOTATION DOCUMENT**

DEPARTMENT OF PUBLIC WORKS – CAPE TOWN

CUSTOMS HOUSE BUILDING

HEERENGRACHT STREET

8000

Dear Sir/Madam

PROJECT TITLE: SUPPLY AND DELIVERY OF CLEANING STAFF TO PROVIDE  
CLEANING SERVICES TO AREA 11

I/We \_\_\_\_\_ accept that this Addendum forms part of  
the Tender Document.

- (a) have noted the contents of this Addendum
- (b) have fully considered this Addendum
- (c) have incorporated the amendments contained in this Addendum in my/our  
Tender Document for Tender

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STATUS:** This Addendum forms an integral part of the Tender Document and the subsequent contract with the successful Tenderer. The variations and amendments to the tender document as described hereafter, shall take precedence. Notwithstanding anything said during the tender period, only the additional information or variations and amendments contained in this Addendum, will be legally binding.

**SCHEDULE C (PART 1A)  
PRICING SCHEDULE**

**BISHOP LAVIS MAGISTRATE COURT**

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.  
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.  
 3. 2 CLEANER SHOULD BE APPOINTED FOR BISHOP LAVIS MAGISTRATE COURT.

**SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY**

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	TOTAL BID OFFER (OVER THREE MONTH PERIOD)
<b>EXAMPLE: CLEANER</b>	<b>R27.97 PER HOUR</b>	<b>1</b>	<b>R27.97 PER HOUR X 8 HOURS =R223.76 PER DAY X 5 DAYS = R1 790.08 X 4.33 MONTHLY RATE = R 7 751.05</b>	<b>R23 253.10</b>
Cleaner	@ R27.97 per hour	2	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	2	R	R
UIF (Cleaner)	1% of basic monthly Salary	2	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	2	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	2	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	2	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	2	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	2	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	2	R	R
<b>Total Salaries and Allowances</b>	<b>2 Cleaners</b>		<b>R</b>	<b>R</b>

**IMPORTANT NOTICE  
OVERHEADS AND COST / MONTHLY**

<b>OPERATIONAL COSTS</b>	<b>QTY</b>	<b>COSTS PER MONTH Excl VAT</b>	<b>TOTAL AMOUNT (3 MONTHS) Excl VAT</b>
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
<b>Window Cleaning:</b> <i>NB: All equipment to be used must be included for internal &amp; external</i>	<b>1</b>	R	R
<b>Deep Cleaning:</b> <i>NB: All equipment to be used must be included</i>	<b>1</b>	R	R
<b>Profit</b> <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
<b>Total Operational Costs</b>		R	R
<b>VAT 15% (IF VAT VENDOR)</b>		R	R
<b>Sub Total</b>		R	R
<b>Total Salaries &amp; Allowances</b>		R	R
<b>Grand Total: Operational costs Salaries &amp; Allowances</b>		R	R

• **TOTAL OFFER TO BE CARRIED OVER TO SCHEDULE C (PART2) : FINAL SUMMARY PAGE**

**IMPORTANT NOTICE: (EQUIPMENT TO BE USED)**

**Window cleaning to be done x1 (once)**

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

**Deep Cleaning to be done x1 (once)**

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

**SCHEDULE C (PART 1B)**

**PRICING SCHEDULE**

**BLUE DOWNS MAGISTRATE COURT**

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.  
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.  
 3. **10 CLEANERS WITH 1 SUPERVISOR** SHOULD BE APPOINTED FOR BLUE DOWNS MAGISTRATE COURT.

**SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY**

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	TOTAL BID OFFER (OVER THREE MONTH PERIOD)
<b>EXAMPLE: CLEANER</b>	<b>R27.97 PER HOUR</b>	<b>1</b>	<b>R27.97 PER HOUR X 8 HOURS = R223.76 PER DAY X 5 DAYS = R1 790.08 X 4.33 MONTHLY RATE = R 7 751.05</b>	<b>R23 253.10</b>
<b>Supervisor</b>	@ R30.70 per hour	1	R	R
<b>Cleaner</b>	@ R27.97 per hour	10	R	R
<b>Annual Bonus (Supervisor)</b>	4.33 weeks of monthly salary ÷ 12 months	1	R	R
<b>Annual Bonus (Cleaner)</b>	4.33 weeks of monthly salary ÷ 12 months	10	R	R
<b>UIF (Supervisor)</b>	1% of basic monthly Salary	1	R	R
<b>UIF (Cleaner)</b>	1% of basic monthly Salary	10	R	R
<b>Compensation for Occupational Injuries &amp; Disease Act (C.O.I.D.A) (Supervisor)</b>	1.6% of total monthly salary/wage	1	R	R
<b>Compensation for Occupational Injuries &amp; Disease Act (C.O.I.D.A) (Cleaner)</b>	1.6% of total monthly salary/wage	10	R	R
<b>Skills Development Levy (S.D.L.) (Supervisor)</b>	1% of monthly Salary/wage	1	R	R

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	TOTAL BID OFFER (OVER THREE MONTH PERIOD)
<b>EXAMPLE: CLEANER</b>	<b>R27.97 PER HOUR</b>	<b>1</b>	<b>R27.97 PER HOUR X 8 HOURS =R223.76 PER DAY X 5 DAYS = R1 790.08 X 4.33 MONTHLY RATE = R 7 751.05</b>	<b>R23 253.10</b>
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	10	R	R
Provident Fund (Supervisor)	5.25% of basic monthly salary/wages	1	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	10	R	R
Annual Leave (Supervisor)	4 weeks of monthly salary ÷ 12 months	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	10	R	R
Sick Leave (Supervisor)	12 days per Annum ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	10	R	R
Family Responsibility Leave (Supervisor)	5 days per annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	10	R	R
<b>Total Salaries and Allowances</b>	<b>1 Supervisor + 10 Cleaners</b>		<b>R</b>	<b>R</b>

**IMPORTANT NOTICE  
OVERHEADS AND COST / MONTHLY**

OPERATIONAL COSTS	QTY	COSTS PER MONTH Excl VAT	TOTAL AMOUNT (3 MONTHS) Excl VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R

<b>Window Cleaning:</b> <i>NB: All equipment to be used must be included for internal &amp; external</i>	<b>1</b>	R	R
<b>Deep Cleaning:</b> <i>NB: All equipment to be used must be included</i>	<b>1</b>	R	R
<b>Profit</b> <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
<b>Total Operational Costs</b>		R	R
<b>VAT 15% (IF VAT VENDOR)</b>		R	R
<b>Sub Total</b>		R	R
<b>Total Salaries &amp; Allowances</b>		R	R
<b>Grand Total: Operational costs Salaries &amp; Allowances</b>		R	R

- **TOTAL OFFER TO BE CARRIED OVER TO SCHEDULE C (PART2) : FINAL SUMMARY PAGE**

**IMPORTANT NOTICE: (EQUIPMENT TO BE USED)**

**Window cleaning to be done x1 (once)**

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

**Deep Cleaning to be done x1 (once)**

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.



**SCHEDULE C (PART 1C)**

**PRICING SCHEDULE**

**KUILSRIVIER MAGISTRATE COURT**

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.  
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.  
 3. 5 CLEANER SHOULD BE APPOINTED FOR KUILSRIVIER MAGISTRATE COURT.

**SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY**

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	TOTAL BID OFFER (OVER THREE MONTH PERIOD)
<b>EXAMPLE: CLEANER</b>	<b>R27.97 PER HOUR</b>	<b>1</b>	<b>R27.97 PER HOUR X 8 HOURS =R223.76 PER DAY X 5 DAYS = R1 790.08 X 4.33 MONTHLY RATE = R 7 751.05</b>	<b>R23 253.10</b>
Cleaner	@ R27.97 per hour	5	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	5	R	R
UIF (Cleaner)	1% of basic monthly Salary	5	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	5	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	5	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	5	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	5	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	5	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	5	R	R
<b>Total Salaries and Allowances</b>	<b>5 Cleaners</b>		<b>R</b>	<b>R</b>

**IMPORTANT NOTICE  
OVERHEADS AND COST / MONTHLY**

OPERATIONAL COSTS	QTY	COSTS PER MONTH Excl VAT	TOTAL AMOUNT (3 MONTHS) Excl VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
<i>Window Cleaning: NB: All equipment to be used must be included for internal &amp; external</i>	<b>1</b>	R	R
<i>Deep Cleaning: NB: All equipment to be used must be included</i>	<b>1</b>	R	R
<i>Profit (This amount includes hiring of any cleaning machinery required)</i>		R	R
<b>Total Operational Costs</b>		R	R
<b>VAT 15% (IF VAT VENDOR)</b>		R	R
<b>Sub Total</b>		R	R
<b>Total Salaries &amp; Allowances</b>		R	R
<b>Grand Total: Operational costs Salaries &amp; Allowances</b>		R	R

- **TOTAL OFFER TO BE CARRIED OVER TO SCHEDULE C (PART2) : FINAL SUMMARY PAGE**

**IMPORTANT NOTICE: (EQUIPMENT TO BE USED)**

**Window cleaning to be done x1 (once)**

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

**Deep Cleaning to be done x1 (once)**

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

**SCHEDULE C (PART 2)**

**FINAL SUMMARY PAGE**

**NB: 1.** THE TOTAL BID PRICE FOR THIS SERVICE MUST INCLUDE ALL LABOUR AND MATERIAL REQUIRED FOR THE PROPER EXECUTION OF THE WORK AND SHALL BE CARRIED OVER TO THE BID FORM WHICH MUST BE RETURNED TOGETHER WITH THIS DOCUMENT

2. THE VALIDITY PERIOD IS 30 CALENDER DAYS FROM THE CLOSING HOUR AND DATE OF THE BID

<b>BUILDING</b>	<b>PAGE NO.</b>	<b>AMOUNT</b>
BISHOP LAVIS MAGISTRATE COURT	22-23	R
BLUE DOWNS MAGISTRATE COURT	24-26	R
KUILSRIVIER MAGISTRATE COURT	27-28	R
<b>TOTAL:</b> (To be carried forward to the Invitation to Bid Form PA-32)		<b>R</b>

- **TOTAL OFFER TO BE CARRIED OVER TO THE PA32**
- **FAILURE TO TRANSFER TOTAL OFFER FROM SCHEDULE C (PART 2) : FINAL SUMMARY PAGE TOTAL TO PA32 WILL RESULT IN ELIMINATION**